

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of July was held at Kennedy Towers, 300 South Fourth Street, Reading, Pennsylvania, on Tuesday, July 28, 2015.

Members of the staff attending were as follows: Mr. Daniel F. Luckey, Executive Director; Mrs. Stacey J. Keppen, Deputy Executive Director; Mr. David C. Talarico, Maintenance Superintendent; Mrs. Audrey L. Wenrich, Administrative Assistant; Mr. George F. Eisenhauer, Purchasing Agent; Ms. Gloria J. Guard, Property Manager; Mr. Josh K. Smith, Property Manager; Mrs. Leonilda Feliciano, Resident Selection Supervisor; Mr. Charles K. Huckstep, Administrative Assistant; Mrs. Carolyn K. Bower, Section 8 Coordinator; Mr. Frederick H. Prutzman, Building Construction Inspector; Mr. John E. Knockstead, County Casework Supervisor and Mrs. Marilyn Guzman, Clerk Typist 2. Attorney Edwin Stock, Solicitor for the Authority, Mr. Timothy Daly, Executive Director for Habitat for Humanity of Berks County; Mr. Brian Kelly, Executive Director for Redesign Reading; Mr. Frank Denbowski, Special Assistant to the Mayor; Mr. Valdis Lacis, Reading Eagle Reporter and approximately 5-6 residents were also in attendance.

Mr. Belinski, Chairman, called the regular meeting to order and upon roll call those present and absent was as follows:

Present: Mr. Steven E. Belinski
 Mr. Walter Pawling
 Ms. Tina White

Absent: Mrs. Rebecca Acosta
 Mr. William Giddens

The Chairman announced that no one had signed the register to speak at the Board Meeting.

A motion was made by Mr. Pawling and second by Ms. White approving the minutes of the regular monthly meeting held June 23, 2015. The motion was carried unanimously.

A motion was made by Mr. Pawling and second by Ms. White approving the bills as submitted by Ms. Monzo for the period of June 1, 2015 to June 30, 2015. The motion was carried unanimously.

The following balances in bank and on account were reported for the month of June 2015.

Fund	Restricted/Escrow	Investments	Unrestricted	Total
W-66 Public Hsg	\$4,107,906.09	\$.00	\$375,100.97	\$ 4,483,007.06
P-4628 Section 8	348,414.18	.00	0.00	348,414.18
P-15 Sylvania	88,049.00	300,936.04	3,187,495.29	3,576,480.33
River Oak Apts.	47,306.33	.00	222,015.10	269,321.43
Park Place	.00	.00	9,150.02	9,150.02
Total	\$4,591,675.80	\$ 300,935.04	\$3,793,761.38	\$8,686,373.02

A motion was made by Mr. Pawling and second by Ms. White that the Treasurer's Report be accepted and filed. The motion was carried unanimously.

The Executive Director submitted the following report:

COMPREHENSIVE GRANT PROJECTS

222-2013 CAPITAL FUND – All of the funds have been obligated and nearly expended for this allocation. The vast majority of the monies were allocated for the Rhodes and Eisenhower Apartments wall renovations.

223-2014 CAPITAL FUND – We received this allocation in the amount of \$2,146,877.00. Work items include roofs at Rhodes/Eisenhower, porch renovation at Oakbrook/Glenside and the limited boiler replacement program as explained at a previous Board Meeting. We are now working on the items in this funding allocation.

224-2015 Capital Fund – Staff submitted work items for this Capital Fund allocation to HUD for their review and to input these work items into their system so we will be able to access funding. I believe this has been completed and we can begin scheduling the work.

The paperwork for this allocation includes but is not limited to the new electrical switching gear at Glenside, new roofs and gutters at Hensler Homes and other work items have been sent to HUD for them to review and insert into the system where we can draw down the funds. Rounding out the monies is 20 to 25% for supplementing operating funds for our public housing operations.

OCCUPANCY RATES BY PROPERTY/PROGRAM

Public Housing

4/1/15 – 6/30/15	1/1/15 – 3/31/15	10/1/14 – 12/31/14	7/1/14 – 9/30/14	4/1/14 – 6/30/14
98.5%	98.9%	98.8%	98.5%	98.5%

Sylvania Homes

4/1/15 – 6/30/15	1/1/15 – 3/31/15	10/1/14 – 12/31/14	7/1/14 – 9/30/14	4/1/14 – 6/30/14
97.2%	96.9%	96.2%	95.3%	96.9%

River Oak Apartments

4/1/15 – 6/30/15	1/1/15 – 3/31/15	10/1/14 – 12/31/14	7/1/14 – 9/30/14	4/1/14 – 6/30/14
94.6%	99.3%	93.7%	92.3%	94.7%

There are no issues of significance associated with Occupancy Rates.

UTILIZATION RATE BY PROGRAM

Housing Choice Voucher (Section 8) YTD Utilization, by Number of Vouchers

1/1/15 – 3/31/15	4/1/15 – 6/30/15	7/1/15 – 9/30/15	10/1/15 – 12/31/15
80.9%	82.8%		

Housing Choice Voucher (Section 8) YTD Utilization, by Funding

1/1/15 – 3/31/15	4/1/15 – 6/30/15	7/1/15 – 9/30/15	10/1/15 – 12/31/15
97.2%	99.7%		

Shelter Plus Care Utilization, by Number of Vouchers

10/1/14 – 12/31/14	1/1/15 – 3/31/15	4/1/15 – 6/30/15	7/1/15 – 9/30/15
116%	124%	120%	

Shelter Plus Care Utilization to Date, by Funding

10/1/14 – 12/31/14	1/1/15 – 3/31/15	4/1/15 – 6/30/15	7/1/15 – 9/30/15
21.4%	52.5%	67.0%	

We are currently undergoing a remote audit of the SEMAP Certification.

ACCOUNTS RECEIVABLE BY PROGRAM

	4/1/15 – 6/30/15	1/1/15 – 3/31/15	10/1/14 – 12/31/14	7/1/14 – 9/30/14	4/1/14 – 6/30/14
Public Housing	98.1%	97.5%	98.0%	97.9%	98.1%
Sylvania Homes	98.7%	99.3%	99.1%	99.5%	99.5%
River Oak Apartments	98.6%	98.6%	98.2%	98.6%	99.4%

CHARGE-OFFs

	4/1/15 – 6/30/15	XXX – 3/31/15			
Public Housing	\$37,462.76 (gross)	\$7,484.63 (gross)			
Sylvania Homes	5,433.13 (gross)	\$1,756.09 (gross)			
River Oak Apartments	737.90 (gross)	\$0			

The Public Housing Charge-Offs includes \$20,870.51 in retroactive rent from unreported income and \$13,979.52 in additional charges (usually maintenance). The Charge-Off reporting period has been realigned to reflect FY quarters, and will be reported the month following quarter-end. A contract with CBCS collection agency is awaiting review by the Solicitor.

RESIDENT SERVICES -Sandra Flores Nieves began work as a Service Coordinator with the Resident Services Department on July 1. Community gardens are operating successfully in 5 sites. Summer camping with the Olivet Boys and Girls Club began on June 15, with more than 100 RHA youth enrolled. 184 unduplicated individuals were seen in the Department's Wellness Centers during the month of June, with group programming focused upon healthy eating. In the program's data collection efforts for the month, 9 residents achieved smoking cessation goals, 3 of whom attended onsite cessation classes.

SEPTEMBER BOARD MEETING – I will be on vacation during this Board meeting time and believe with the August Board meeting we can cancel this one if the Board agrees. We believe all of the programs and project we have in operation been taken care of and therefore I do not believe there is a need for a September meeting.

I have put this one the agenda for discussion.

VACANT UNIT REPORT

	<u>Units Scheduled to be leased</u>	<u>Units Accepted by Eligible Applicant</u>	<u>Units for Transfer</u>	<u>Unassigned Units</u>	<u>Total Vacant Units</u>
Public Housing					
Glenside Homes	3	5	2	0	10
Hensler Homes	0	0	0	0	0
Oakbrook Homes	1	2	12	0	15
Franklin Tower	0	1	0	0	1
Kennedy Towers	1	0	0	0	1
Rhodes Apartments	1	0	1	0	2
Eisenhower Apartments	0	1	1	0	2
Hubert Apartments	1	0	0	0	1
TOTAL (1607)	7	9	16	0	32
Scattered Sites (2)	0	0	0	0	0
Sylvania Homes (126)	0	0	1	5	6
River Oak Apartments (72)	0	0	0	1	1
726 North 11th Street (2)	0	0	0	0	0
NSP Units (6)	0	0	0	3	3
TOTAL, ALL DEVELOPMENTS (1815)	7	9	17	9	42

Advertisement will ensue for Sylvania Homes.

DEVELOPMENT WAITING LIST STATUS

<u>Bedroom Size</u>	<u># on WL</u>	<u>Contacting Applicants from</u>	<u>Waiting Period</u>	<u>Sylvania</u>	<u>River Oak</u>
Studio	260	4/14	9 - 12 months	N/A	N/A
One Bedroom-Elderly	3	4/14	9 - 12 months	N/A	N/A
One Bedroom – Family	82	10/12	24-36 months	32	N/A
Two Bedroom – Family	266	4/14	12 months	23	9
Three Bedroom – Family	194	10/12	24-36 months	7	11
Four Bedroom – Family	32	10/12	24-36 months	3	N/A
Five Bedroom – Family	9	8/13	24-36 months	N/A	N/A
<u>Total – Public Housing</u>	864			65	20

This report reflects the applications received during last month's period of waiting list opening for studios and 5-bedrooms.

RHA PAINTING PROGRAM FOR OCCUPIED UNITS – We continue the painting program and hope funding cuts do not affect our efforts. We want to make sure each and every unit was and is painted at least once every ten years. To date, this program is going well and we are well ahead of schedule in regards to having all units painted once every ten years. I should note our painting program was not being done agency wide for all of our units. We have instituted a painting program for every unit we are managing to ensure unit is treated the same and being painted within ten years.

RHODES AND EISENHOWER ROOF REPLACEMENT – The work on the roofs is going well. Eisenhower is 90% complete. Rhodes will begin in August.

HABITAT FOR HUMANITY (HFH) – We have been working on an agreement with HFH and there are still some issues to work out with the agreement and as I write this report we still hope to have something for the Board to approve. That is as much as I have to mention regarding the agreement.

NEIGHBORHOOD STABILIZATION PROGRAM (NSP) – The City of Reading is the lead agency and RHA and Our City Reading Inc., (OCR) are partners in this project. Currently, 331 Elm Street and 460 Centre Avenue are in either occupied or in the process of being filled. However, 201 N. 3rd does not have a Certificate of Occupancy as yet and expect it to happen soon. So we are unable to fill these units until that occurs.

As mentioned before, Albert would like to have the units at 201 N. 3rd rented to Artists and we are asking him to give us the criteria to be used for selecting artist for these units. I will update you on any changes in this project.

RENTAL ASSISTANCE DEMONSTRATION (RAD) – Out of the 60,000 units HUD was interested in having participate in this program, only 11,000 units were submitted and approved nationwide. This represents just 18% of the number of units HUD wanted in the program. It fell far short and perhaps it is related to the flaws in the program funding.

There are some attractive issues for participating in this program; the major one supposedly is not being under the public housing regulations. The most unattractive issue is the lack of or uncertainty of funding and other related issues. We have not and do not plan to apply at this time. We will monitor how this program works for some agencies over the long run.

I will keep you posted on any new developments in this program. To date, there have not been any new updates on the RAD program.

YOUTHBUILD – This program is moving along and the participants are installing ceramic tile in the bathrooms at Oakbrook Homes. This will alleviate most, if not all, of our maintenance concerns with the bathroom flooring. There is a thought of starting a home health care training program with the Youth Build to be incorporated into the Federally Qualified Health Care Center we are working on and would be a great offshoot for this program and may have started.

In support of this program staff have developed a program by which we will work with the Youthbuild and it's participants and or graduates to develop a painting program which we would hope could be the start of an entrepreneurial endeavor. Currently we pay for painting contractors to clean, repair and paint vacant units and it was thought we can pay the Youth build program to develop the graduates of the program into a business. We always have units to be rehabilitated and know what the costs are and if we can pay the same amount using the graduates to develop a business as a result. The idea is we will stick to the same dollar amount we are currently paying so they will be trained and a

business developed as a result. The only down side as we see it is it may take longer for the unit to be completed however, that should not be a problem and one we can manage.

I have put this on the agenda for discussion.

OAKBROOK FEDERALLY QUALIFIED HEALTH CENTER (FQHC) – The Oakbrook Health Center construction is moving along and will be completed at the end of this month. I have placed the lease on the agenda for discussion and approval for the Health Center which will cover the costs we have put into this project. While it does not give a very large return on the monies invested into this project it most certainly shows our commitment to the community and as a non-profit it fits into our vision for the community.

I should add this, project once it is fully up and running will have over 30 employees working there and some will be residents who will be hired over time for both training and for on-site work. There will be a health care training component which we hope to place some of our residents. Please plan on attending this event and when everything is finalized we will advise the Board. A Grand-Opening and Ribbon-Cutting Ceremony is scheduled to take place on Monday, August 24th at 10am. A confirmation with further details will be forthcoming.

PARK PLACE ON PENN PROJECT- As was noted, a builder was selected and we were to negotiate with the builder. As it stands we did not meet and did not receive any plans for this project. Therefore, we will not have anything again this month, though something may come in before the Board meeting.

There has been no change in this program to date.

OAKBROOK AND GLENSIDE HOMES PATIO DESIGN –We are scheduling this work to be done in the spring of 2016

MASANO CAR MALL – REDESIGN Reading has been designated as the coordinator along with Masano as of the development of the Lancaster Development area which includes but is not limited to new Masano Auto Mall and all of Lancaster Avenue from 222/422 exit all the way to Shillington. The group included RRA, RHA, RPA, City of Reading, Alvernia University, Masano Group, Queen City Diner and the intent to get more organizations and businesses involved and Masano Group and many others will be invited as they are identified along Lancaster.

The Group convened to discuss the implementation of streetscape and green infrastructure development in Community and to coordinate various development activities in the focused neighborhood areas into an overall development Plan. There are several critical and or important projects currently underway such as the Regional Auto Showroom (scheduled to open December of 2016) and the development of The Environmental Exploration Center at Angelica Park by Berks County Conservancy and the Oakbrook Health Center. Discussions are ongoing and other development partners are being identified to participate as noted above.

PENN SQUARE – As the Board is aware Our City Reading (OCR) has been selected as the Developer of Penn Square and we have been asked by OCR to manage the building on the day to day basis. There have not been any changes since the last Board meeting and we have not been given a management agreement.

There is no change and we have not done anything for Penn Square.

REDESIGN READING – Brian Kelly of REDESIGN Reading will be at the Board meeting as he will be asking the various Boards to extend their support for an additional three years. I believe this program has been successful in many ways and Brian will be at the meeting to go over what the organization has done and what is being planned for the future. I hope the Board approves the continuation of this program.

I put this on the agenda for discussion.

ANNUAL EMPLOYEE MEETING – It is that time again to begin to scheduling this meeting with staff in December and is where we update everyone on various programs, projects and RHA programmatic updates. The suggested date is December 4 as we like to do it early enough it does not conflict with any other events and/or vacations.

MEETINGS:

- o Our City Reading.

A motion was made by Mr. Pawling and second by Ms. White to accept the report of the Executive Director. The motion was carried unanimously.

The following Resolution was read and considered:

RESOLUTION NO. 5820

RESOLUTION ACKNOWLEDGING THE HIRING
OF A COUNTY CASEWORKER 2.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT Sandra E. Flores-Nieves be hired as a County Caseworker 2 at an annual salary of \$38,213.00 for a probationary period of 180 days in accordance to the rules and regulations of the State Civil Service Commission of Pennsylvania.

2. THIS Resolution shall be effective July 1, 2015.

Mr. Pawling introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Tina White
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5821

RESOLUTION AUTHORIZING A THREE-YEAR EXTENSION
TO THE MEMORANDUM OF UNDERSTANDING [MOU]
BETWEEN READING HOUSING AUTHORITY [RHA]
AND COMMUNITY DEVELOPMENT CORPORATION [CDC].

WHEREAS, Reading Housing Authority is a participant of the Community Development Corporation [CDC] in conjunction with the City of Reading, Reading Area Water Authority, Reading Parking Authority, Downtown Improvement District and Reading Redevelopment Authority.

WHEREAS, Reading Housing Authority would like to continue participation in the CDC for a three-year period, beginning January 1, 2016, at the annualized financial contributions set forth below to be paid in equal monthly installments:

2016 - \$30,000.00
2017 - \$25,000.00
2018 - \$20,000.00

THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED, by the Commissioners of Reading Housing Authority authorizing a three-year extension to the Memorandum of Understanding with CDC for a total cost of \$75,000.00.

This Resolution shall be effective July 28, 2015.

Mr. Pawling introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Tina White
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5822

RESOLUTION APPROVING THE TERMS AND AUTHORIZING
THE EXECUTION OF A BUILDING LEASE AGREEMENT BY AND
BETWEEN BERKS COMMUNITY HEALTH CENTER AND READING HOUSING
AUTHORITY FOR PROPERTY LOCATED AT 1040 LIGGETT AVENUE.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the terms of the Building Lease Agreement with Berks Community Health Center for property located at 1040 Liggett Avenue, Reading, PA, are hereby approved; the said twenty (20) year lease agreement with an option to renew for an additional five (5) years, to be in substantially the following form:

LEASE AGREEMENT ON FILE IN THE COMPTROLLER'S OFFICE.

2. THAT during the initial term of the lease Berks Community Health Center will pay Reading Housing Authority (\$1.50 per square foot for 10,480 square feet per month) in an annual amount equal to \$187,000.00, which shall be payable in monthly installments of \$15,600.00.

3. THAT during each year of the initial Term and any renewal term, the annual amount of rent shall increase by three percent (3%).

4. THIS Resolution shall be effective July 28, 2015.

Mr. Pawling introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Tina White
Ms. Walter Pawling
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5823

RESOLUTION APPROVING TRAVEL TO PHILADELPHIA, PA,
TO ATTEND 2015 PUBLIC HOUSING CAPITAL FUND GUIDEBOOK
TRAINING – A COMPREHENSIVE REVIEW
TO BE HELD AUGUST 12-13, 2015.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT approval be given to Frederick H. Prutzman for travel to Philadelphia, PA, to attend 2015 Public Housing Capital Fund Guidebook Training- A Comprehensive Review to be held August 12-13, 2015.

2. THIS Resolution shall be effective July 28, 2015.

Mr. Pawling introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Mrs. Tina White
Mr. Walter Pawling
Mr. Steven E. Belinski

Abstained: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5824

RESOLUTION APPROVING CHANGE ORDER NO. 3
TO THE CONTRACT WITH BALTON CONSTRUCTION, INC.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the Commissioners of the Reading Housing Authority do hereby approve Change Order No. 3 submitted by Balton Construction, Inc., in the amount of \$4,079.08.

Project Name & Location: Community Health Center Renovation.

Description of Changes:

1) Replace existing water heater with same size water heater with vent out back wall = \$2,019.23.

2) Supply electronic locks for medical records and medication storage areas = \$1,151.10.

3) Additional chase wall framing for plumbing one 10' section outside bath room #134 and one 6' section inside room #137; supply and install 3 5/8" 20 GA studs 16" o.c. and add column at front casework = \$370.29.

4) Larger interior sill material was required due to exterior wall changes; current plans show 2" apron. Price reflects wider sill and apron changing to 1½" to utilize material better = \$538.46.

Statement of Justification: All requests were reviewed and approved by Reading Housing Authority and Olsen Design Group.

2. THIS Resolution shall be effective July 28, 2015.

Mr. Pawling introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Tina White
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5825

RESOLUTION APPROVING CHANGE ORDER NO. 2 TO THE
PROFESSIONAL SERVICES CONTRACT WITH OLSEN DESIGN
GROUP ARCHITECTS FOR BOILER BUILDING UNDERGROUND OIL TANK
REMOVAL AT 500 MCCLELLAN STREET.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the Commissioners do hereby approve Change Order No. 2 to the professional services contract with Olsen Design Group Architects (ODGA) for Boiler Building Underground Oil Tank Removal at 500 McClellan Street, in the total amount of **\$40,128.00**.

Project Name and Location: Boiler Building Underground Oil Tank Removal at 500 McClellan Street.

Description of Changes:

- **Groundwater Characterization Services** to include the following items:

Groundwater Monitoring Well - Installation and Development. ODGA will sub-contract installation of four groundwater monitoring wells to a licensed well drilling contractor. Anticipated specifications for monitoring wells are 2" diameter PVC monitoring wells set to 100' with 10' of screened interval.

Groundwater Monitoring Well - Elevation Survey. ODGA will sub-contract a surveyor to field locate and survey the four groundwater wells from top of casing in accordance with PA Groundwater Monitoring Well Guidance. Coordinates and elevation data will be provided. ODGA will generate an updated site plan with the monitoring well locations. It is assumed that the County can provide a base drawing for use by E25S.

Groundwater Monitoring and Reporting. ODGA will provide an experienced environmental specialist to properly purge and sample the groundwater monitoring wells. Samples will be analyzed for the Pennsylvania Department of Environmental Protection's (PaDEP) short list for petroleum product parameters listed for No. 6 Fuel Oil.

TOTAL = \$26,128.00.

- **Soil Boring Investigation** to include the following items:

Conduct soil boring investigation to further evaluate potential impact from the former Underground Storage Tanks containing No. 6 fuel oil.

Field screening of the soil borings for Volatile Organic Compounds (VOC's).

Upon receipt of laboratory analysis provide a summary of the results along with a comparison to the applicable Pennsylvania cleanup standards.

TOTAL = \$14,000.00.

Statement of Justification: All work is mandated by the Pennsylvania Department of Environmental Protection (PADEP).

2. THIS Resolution shall be effective July 28, 2015.

Mr. Pawling introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Tina White
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

Mr. Pawling introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Tina White
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5826

RESOLUTION APPROVING THE TERMS AND AUTHORIZING
THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING [MOU]
BY AND BETWEEN HABITAT FOR HUMANITY OF BERKS COUNTY
[HFHBC] AND READING HOUSING AUTHORITY [RHA].

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the terms of the Memorandum of Understanding [MOU] by and between Habitat for Humanity of Berks County [HFHBC] and Reading Housing Authority [RHA] for the purpose of implementing a housing strategy for the City of Reading intended to help increase decent, safe, sanitary and affordable home ownership for moderate income families are hereby approved to be in substantially the following form:

MEMORANDUM OF UNDERSTANDING [MOU] ON FILE IN THE
COMPTROLLER'S OFFICE.

2. THIS Resolution shall be effective July 28, 2015.

Mr. Pawling introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Tina White
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following charge-offs were presented:

Public Housing	\$37,462.76
Sylvania Homes	\$ 5,433.13
River Oak Apts.	\$ 737.90

A motion was made by Mr. Pawling second by Ms. White to concur with the recommendation to write the potential uncollectible amount off the books. This motion was carried unanimously.

There being no further business to come before the Commissioners, a motion was made by Mr. Pawling and second by Ms. White to adjourn the meeting. The motion was carried unanimously.

The next regular meeting of the Reading Housing Authority is scheduled to be held at Samuel G. Hubert Apartments, 120 North Tenth Street, Reading, Pennsylvania, on Tuesday, August 25, 2015.

Recording Secretary